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COMNAVAIRPACINST 1700.5
N004

APR 28 1997

COMNAVAIRPAC INSTRUCTION 1700.5

Subj: MANAGEMENT AND OPERATION OF COMNAVAIRPAC STAFF GOODY LOCKER

Ref: (a) OPNAVINST 1700.7D
(b) BUPERSINST 7510.1

1. Purpose. To issue policy and provide guidance for the operation of the COMNAVAIRPAC Staff Goody Locker.
2. Background. The COMNAVAIRPAC Staff Goody Locker serves as part of the command's Morale, Welfare and Recreation (MWR) Program. Resale functions in the Navy are defined in reference (a) and provide administrative guidance to effect the most efficient management and operation of MWR programs. Reference (b) establishes and issues appropriate procedures and instructions for audits and fiscal oversight reviews of Nonappropriated Fund Instrumentalities (NAFIS).
3. Responsibilities of Goody Locker Custodian
 - a. Accountability. The Goody Locker custodian will be responsible for the receipt, safekeeping, deposit, disbursement and accountability of the Goody Locker. Using logbooks to track the flow of inventory and cash, all sales, merchandise receipts and deposits will be annotated immediately. Sales receipts should be given to customers and the custodian will maintain copies of receipts for future reference. A logbook or comparable ledger system will also be used to track accounts receivable and payable.
 - b. Inventory. A baseline inventory will be accomplished by the Goody Locker custodian and a designated officer. Both parties will sign the inventory and retain copies.
 - c. Quarterly Closeout. The Goody Locker custodian and a designated officer will perform a quarterly closeout by completing a count of inventory and cash, comparing it to on-hand balances per the bookkeeping system and identifying/correcting errors, theft, etc. The results of the inventory will be provided as a report to the Chief of Staff, via the Command Master Chief.
4. Operating procedures. The following measures will be performed to ensure accountability of the Goody Locker operation:
 - a. Upon receipt of merchandise, the Goody Locker custodian will make a count, circle the correct quantity and sign/date the invoice.
 - b. Maintain on file instructions for the operation of the Goody Locker and a letter of authorization for Goody Locker custodian.

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APR 28 1997

c. Set up a table during operation of the Goody Locker which blocks access to the storeroom and merchandise. The table will be used by custodian to accept money, provide change to customers and annotate the bookkeeping records at the time of sale.

5. Storeroom and cash security

a. Storeroom

(1) All keys to the storeroom will be maintained in the exclusive custody of the Goody Locker custodian or designated alternate at all times.

(2) Access to the storeroom will be restricted to the Goody Locker custodian. If additional personnel require access, they should be accompanied by the custodian or designated alternate.


(3) All cabinets holding the Goody Locker inventory will have combination padlocks to ensure an additional layer of security. Maintain a copy of the combination in a sealed envelope in the cash box. The envelope will be signed by the Goody Locker custodian and a designated officer. A logbook will be maintained and will be annotated by the custodian and designated officer whenever the sealed envelope is opened.

(4) Safe combinations will be changed whenever a new custodian is appointed or as directed by the Chief of Staff.

b. Cash Funds. Cash funds will be stored in a cash box in an operable safe for added security. Maintain an extra key in the same manner as the cabinet lock combination/extra key. The cash box will be stored in a small safe in the storeroom.

6. Audits. Per reference (a), cash funds will be audited at least quarterly. The Goody Locker custodian will ensure a closeout of the Goody Locker is completed at the end of each fiscal year. Prior to relief, the Goody Locker custodian and a designated officer will conduct a closeout by completing a count of inventory and cash, comparing it to on-hand balances per the bookkeeping system and identifying/correcting errors, theft, etc. The results of the inventory will be provided as a report to the Chief of Staff, via the Command Master Chief.

7. Action. The Goody Locker custodian and alternate will be designated in writing and comply with all provisions of this instruction.


R. L. CASEY
Chief of Staff

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